



UNITED STATES DISTRICT AND BANKRUPTCY COURTS FOR THE DISTRICT OF COLUMBIA

POSITION: Chief Deputy, Operations (Type II)

LOCATION: Washington, DC

SALARY RANGE: JS 15/16
Salary determined by work experience, prior/present pay history and previous federal government experience.

Opening Date: June 2, 2014

Closing Date: OUF

POSITION OVERVIEW

This position is located in the Clerk's Office of the United States District and Bankruptcy Courts for the District of Columbia. The Chief Deputy, Operations for this consolidated court is a senior-level management position reporting to the Clerk of Court and in the absences of the Clerk assumes some of the duties and responsibilities of the Clerk. The incumbent works collaboratively with another Chief Deputy (Type II) who also reports to the Clerk of Court.

The Chief Deputy, Operations is responsible for the direct oversight and management of all facets of the Operations division to include but not limited to courtroom administration, docketing, intake, records and appeals. In addition the Chief Deputy, Operations analyses and revises divisional structure and work flow, formulates and implements policies and procedures, establishes long range priorities and goals for the division and resolves personnel matters.

The incumbent works closely with the judges, court personnel, other court units, governmental agencies and assists the Clerk of Court on other key organizational initiatives related to Operations and the court.

EDUCATION AND QUALIFICATIONS

The successful candidate must have a Bachelor's or higher degree in one of the following fields: management, business, law, technical application, court administration, public administration, behavioral science or the related from an accredited college or university.

A minimum of six years of progressively responsible, successful, and substantive court operation experience or business experience that provides a thorough understanding of planning needs, organizational requirements, procedural necessities, and human aspects of managing a complex and multi-faceted organization is **required**. At least three of the six years of experience must have been in a position with substantial management responsibility.

In addition, the successful candidate must be a leader, motivator, highly organized, and maintain a professional demeanor at all times. Candidate must also have the ability to provide innovative solutions to workplace problems and employee relation issues; possess excellent written and verbal communications skills; have expertise in dealing with others in person-to-person work relationships; and strong analytical and project management skills.

Experience in the federal judiciary preferred but not required.

The successful completion of the FJC Federal Judiciary Leadership Program is a plus but not required.

Must be highly proficient in Microsoft Word, Microsoft Excel and other computer applications and systems. Knowledge of court orientated systems and applications a plus but not required.

BENEFITS

This position appointment is entitled to a generous benefits package which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan

- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Credit for prior government service towards leave accrual rates and retirement

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.

Employees of the United States District Court are **Excepted Service Appointments**. Excepted service appointments are at will and can be terminated with or without cause by the court.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

Final candidates must be able to pass a security clearance.

APPLICATION INFORMATION

Qualified persons interested in being considered for this position are invited to submit an application packet composed of a completed AO 78- Application for Judicial Employment, a resume detailing all relevant experience, education and skills, a cover letter and narrative statement. The narrative statement should address the following topic:

Management Philosophy

*Strategy and approach to management and leadership.

*Strategy and approach to developing and sustaining collegial working relationships with court personnel to include staff, senior managers and judges.

*Experience in the area of management and court operations.

All application materials are to be sent to:

Sonia Jackson, SPHR
Director, Human Resources
Human Resources Department
United States District and Bankruptcy Courts, DC
333 Constitution Avenue, NW
Room 4601
Washington, DC 20001

Or

Via email to:

DCD_HumanResources@dcd.uscourts.gov

If your application packet does not provide all information requested, you will lose consideration for this position.

Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice.

Applicants selected for interviews must travel at their own expense.

Equal Opportunity Employer